

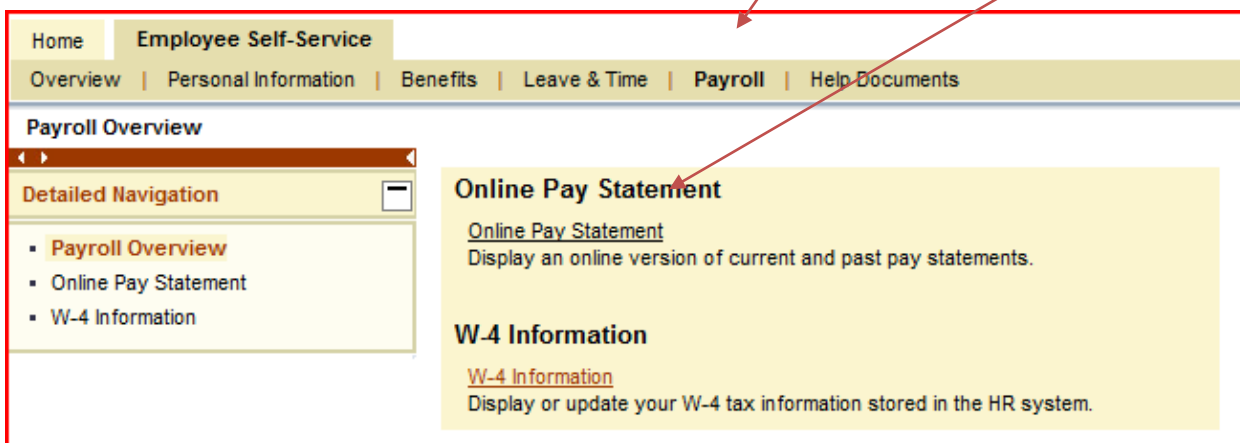
KU is going greener!

As part of ongoing efforts to use technology to advance the PASSHE's mission and minimize our environmental impact, **paper pay statements will no longer be printed for those student employees who have direct deposit.** This change will go into effect on the **pay date of 2/11/2011.** **Student employees who receive a live check will now pick those up at Human Resources in the Kemp Building.**

To ensure a smooth transition we encourage you to begin using [Employee Self Service \(ESS\)](#) at your earliest convenience. ESS is hosted on the same site as E-time. You should see an additional tab marked ESS next to the E-time tab when you sign into the PASSHE site.

You can view your pay statement as early as Monday of pay week. ESS also allows you to change your W4, view previous pays from prior years, and more!

Once you sign into [ESS](#), you can access your pay statement by following the path below: Click on the Employee Self-Service tab – click on the word payroll – click on the Online Pay Statement link. A screen shot of the link is below.



Issues with passwords ("user authentication failed" error) should be addressed to the IT Help Center at x31511 or helpcenter@kutztown.edu.

Other issues accessing ESS should be addressed to Student Payroll via [Ask HR](#) for prompt resolution. Technical support will be available on an individual basis. We welcome your questions and comments.

For those student employees who have not yet taken advantage of the [direct deposit option](#), we encourage you to try it out! The deposit is posted so the money is available in your account at the start of business on pay day. To double your convenience and cross an item off your to-do list, you can have your pay split and deposited at two different institutions...just ask any of our staff how! Direct deposit is available to any number of financial institutions, local and otherwise, including PSECU and the account tied to your Golden Bear debit card.

Direct deposit forms and further information are available on the [Payroll website](#), via email, campus mail, or in person at HR in the Kemp Building.